

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 3-JTS-3D-06 3-JDF-3D-06 3-JCRF-3D-05 3-JDTP-3E-03 1-JBC-3D-07 1-SJD-3D-05
CHAPTER: Administration	AUTHORITY: KRS 15A.065	
SUBJECT: Reporting of Special Incidents		
POLICY NUMBER: DJJ 140		
TOTAL PAGES: 2		
EFFECTIVE DATE: 12/01/2014		
APPROVAL: Bob. D. Hayter		, COMMISSIONER

I. POLICY

It is the policy of the Department of Juvenile Justice (DJJ) that all reports of special incidents shall be reported in accordance with the Kentucky Revised Statutes. It is the obligation of staff to report any special incident of which they have knowledge. Failure to report may result in disciplinary action. All reporters of suspected and known special incidents shall be protected from retaliation and all staff and juveniles shall be informed of their right to be free from retaliation.

II. APPLICABILITY

This policy shall apply to all staff of DJJ.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

A. Special Incidents in Youth Development Centers, Group Homes, Detention Centers, and contracted placements.

1. The Justice and Public Safety Cabinet's Internal Investigation Branch (IIB) shall conduct investigations of all special incidents at all residential treatment and youth development centers, group homes, and detention centers operated by the Department of Juvenile Justice.
2. A toll-free number, or in Youth Development and Treatment Centers telephones programmed to dial direct to the IIB and maintained in good working order, shall be accessible to youth and staff for use in the reporting of special incidents.

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3. It is the responsibility of all staff to immediately report special incidents to the Superintendent or designee. If more than one staff witnesses or become knowledgeable of the occurrence or alleged occurrence of a special incident, each holds individual responsibility for making report to the Superintendent. Reports to the Superintendent are required whether staff observe the incident, are verbally informed of the incident from youth or staff or it is reported some other way. Reporting is required regardless of whether staff think that the incident has already been reported or will be reported.
4. The Superintendent shall make immediate report to the IIB. The Superintendent may use either the 800 phone number or, in Youth Development and Treatment Centers, telephones programmed to dial directly to IIB. A voice mailbox system shall be available for reporting Special Incidents after normal work hours.
5. The IIB shall not investigate allegations that do not meet the definition of a Special Incident. IIB may refer allegations to the DJJ Ombudsman or Superintendent for investigation.

B. Special Incidents in Day Treatment Centers and Community Service Offices.

Staff of the Department and contract programs who have knowledge of an alleged situation of abuse or neglect shall immediately make report to the local Department of Community Based Services (DCBS) office. This report shall be followed by completing the DSS-115, Report of Suspected Child Abuse or Neglect or Dependency and mailing it to the local DCBS office. DJJ staff filing the DSS-115 shall forward copy of the report to the DJJ Ombudsman.

V. MONITORING MECHANISM

This policy shall be monitored by Division Directors or designees and the Division of Program Services.